

SECRET

Deputy Director for Administration

6 January 1951

Comptroller

Analysis of the New Proposed T/O for the Security Office

1. [redacted] of the Security Office referred to this office a memorandum addressed to the Deputy Director for Administration requesting an increase of [redacted] positions in the Security Office T/O. This memorandum has been returned to [redacted] who was advised that a report would be submitted separately to the Deputy Director for Administration.

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2. There are attached Exhibits A, B, C and D which show the increases, decreases and upgradings by grades, organizational units and field offices.

3. The estimated additional cost has been based on the grades requested using the base of each proposed grade. However, it should be noted that the proposed grades are subject to final determination by the Classification and Wage Administration Branch.

4. The grades listed under the Audit Division appear to the undersigned to be a little high and are out of line with the grades established in the Finance Branch for employees who have the responsibility of making decisions and determinations relating to Agency financial policy and regulations before making payments. These employees as Certifying Officers are, by law, required to give bond to the United States with good and sufficient surety approved by the Secretary of the Treasury and are held accountable for and required to make good to the United States the amount of any illegal or incorrect payment. In some cases there are extenuating circumstances under which relief can be obtained for incorrect payments. The auditors of the Security Office have no such responsibility and are responsible only for reporting the facts as they find them and making suitable recommendations. It appears that what is actually needed are more employees in the lower grades to do the volume of detail work in connection with performing audits of the great mass of vouchers and accountings. Generally in audit work lower grade employees perform the detail work and the higher grades supervise and direct the work to be performed and write the reports.

5. The attached exhibits were prepared on the basis of a current T/O of [redacted] which includes the addition of 33 positions recently requested but not formally approved by the issuance of a new T/O and the four positions transferred from the Procurement Division for property audit.

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